South Coast AQMD
Grant Management System (GMS)
Applying with/as a Third Party/Consultant

Choosing to use a third party to assist you with the application process?

The application process is simple, intuitive, and South Coast AQMD staff is available to provide general assistance. However, if you so choose, you may use a third party/consultant. The information provided below is designed to assist the applicant and their third party/consultant with basic web portal registration and how to add a third party/consultant.

Important information regarding using a third party in the application portal:

- The applicant and the third party/consultant **must each independently register**.
- The third party/consultant must be registered **before** the applicant can give them application access.
- A third party/consultant may not create an application. The applicant must create the application and **invite** the third party to work on it on their behalf.
- A third party/consultant may not submit an application, but they may fill it out. The applicant must **certify, sign, and submit** the application.
- Third party/consultant access can be given or taken away at any time before the application is submitted. Permission is granted or removed by the applicant.

Registering as an Applicant or Third Party/Consultant:

When registering for a new account at https://gms.aqmd.gov/ the correct user type must be selected. Different access will be given to each type of user:

- Applicants – Individuals applying for yourself or on behalf of the company you work for
- Third Party – Third Party or Consultants assisting a client or company you do not directly work for
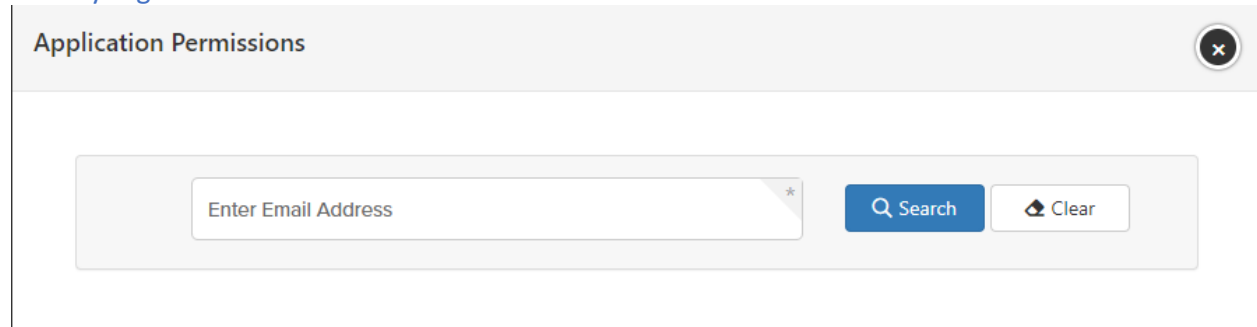
How do I add the third party/consultant?
There are three options:

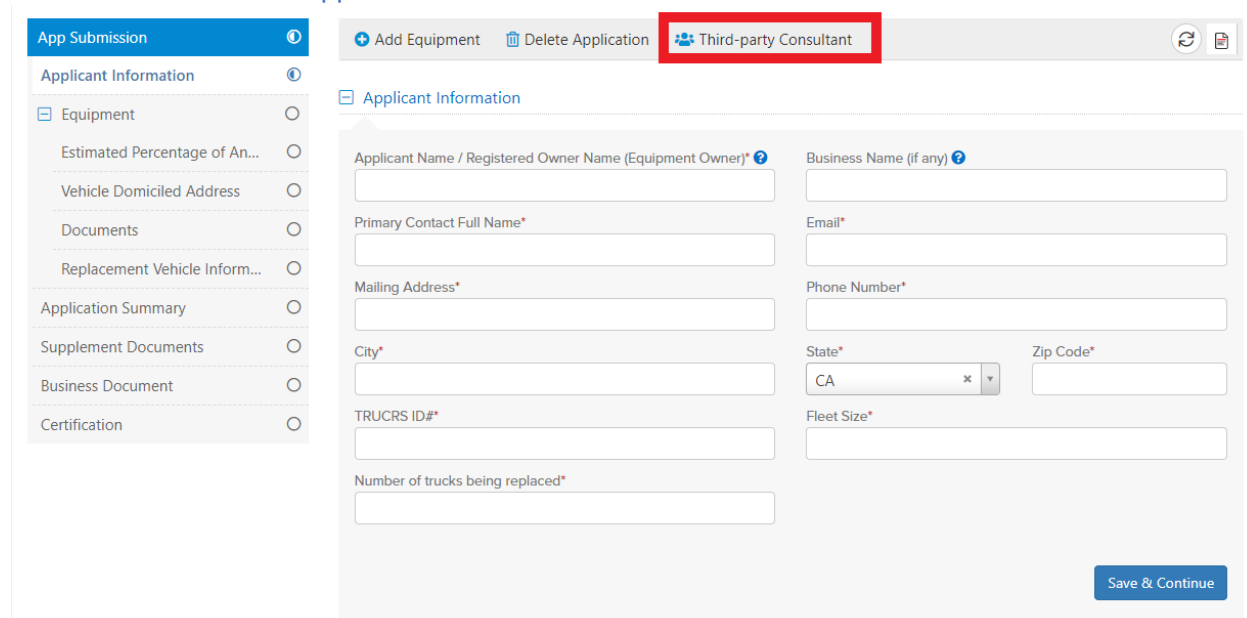1. When an application is created you may add a third party/consultant.

Mark 'Yes' if you have a third party assisting and then select 'Add third party'.

Another screen will pop-up and you must enter the email of the third party/consultant. They must have already registered.

Application Permissions   ⊗

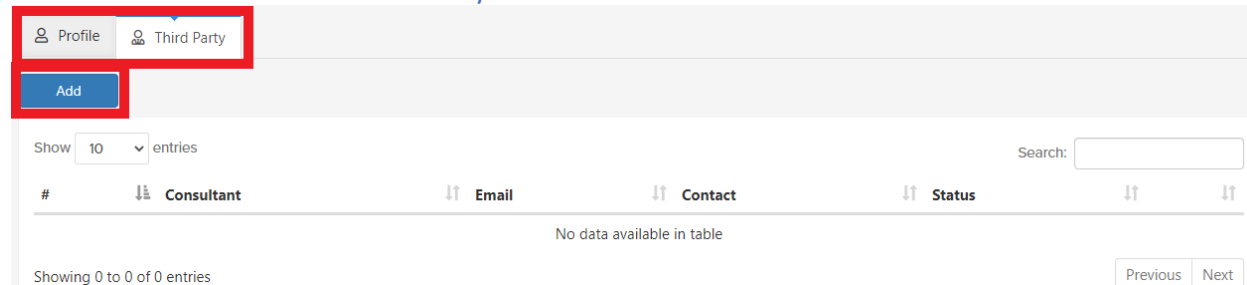Enter Email Address   *   🔍 Search   ⬥ Clear

2. Once you have already created an application you may add a third party/consultant by clicking 'Third-party Consultant' in the 'Edit Application' tab.

App Submission	◐
Applicant Information	◑
⊟ Equipment	○
Estimated Percentage of An...	○
Vehicle Domiciled Address	○
Documents	○
Replacement Vehicle Inform...	○
Application Summary	○
Supplement Documents	○
Business Document	○
Certification	○

⊕ Add Equipment   🗑 Delete Application   👥 **Third-party Consultant**   ⟳ ▤

⊟ Applicant Information

Applicant Name / Registered Owner Name (Equipment Owner)* ❓

Business Name (if any) ❓

Primary Contact Full Name*

Email*

Mailing Address*

Phone Number*

City*

State* CA ✕ ▾

Zip Code*

TRUCRS ID#*

Fleet Size*

Number of trucks being replaced*

Save & Continue

Another screen will pop-up and you must enter the email of the third party/consultant. They must have already registered. (see option 1)

3. In the profile menu on the top right corner select 'Account' tab.
    In the 'Account' tab select 'Third Party' and click 'Add'.

👤 Profile   👤 Third Party

Add

Show [10 ▾] entries   Search: [ ]

#	Consultant	Email	Contact	Status		
		No data available in table				

Showing 0 to 0 of 0 entries   Previous   Next

Another screen will pop-up and you must enter the email of the third party/consultant. They must have already registered. (see option 1)

How do I remove a Third Party from your application?

Click 'Third-party Consultant' in the 'Edit Application' tab.

App Submission ◑
Applicant Information ◑
⊟ Equipment ○
Estimated Percentage of An... ○
Vehicle Domiciled Address ○
Documents ○
Replacement Vehicle Inform... ○
Application Summary ○
Supplement Documents ○
Business Document ○
Certification ○

⊕ Add Equipment   🗑 Delete Application   👥 Third-party Consultant

⊟ Applicant Information

Applicant Name / Registered Owner Name (Equipment Owner)* ❓

Business Name (if any) ❓

Primary Contact Full Name*

Email*

Mailing Address*

Phone Number*

City*

State*   CA ✕ ▾

Zip Code*

TRUCRS ID#*

Fleet Size*

Number of trucks being replaced*

Save & Continue

Another screen will pop-up and you may select to remove the third party/consultant.

Select/Change Third party consultant   ✕

👤

Invited

Revoke